

City of Houston Downpayment Assistance Programs

SECTION II – Stacking Order for Property Documents (All documents listed must be present at the time of loan submittal)

New Construction Properties

	Required Documents	Specific Requirements
	DAP Terms & Conditions	Must be an original that is completed and signed by Borrower(s).
	Property Data Sheet	Must have the Builder's and/or Realtor's contact information. The contact information is needed to order the inspection.
	Builder's Certification Letter w/ property pictures	Must be in the file when the appraisal is not available
	Tax Certificate	Must be certified by the Title Company
	Sales Contract and all other contract addenda including Escrow instructions, if applicable.	Must be signed and dated by all parties
	Certificate of Compliance	Must be dated within the last 12 months
	Uniform Residential Appraisal Report	All pages of the appraisal including property pictures
	Notice to Seller(s)	Must be signed and dated by the Seller(s)
	Schedule A & B of the Title Commitment	The City must be listed as secondary lien holder
	Wiring Instructions	Must include the Title Company's contact information

Existing Properties

	Required Documents	Specific Requirements
	DAP Terms & Conditions	Must be an original that is completed and signed by Borrower(s).
	Property Data Sheet	Must have the Builder's and/or Realtor's contact information. The contact information is needed to order the inspection.
	Tax Certificate	Must be certified by the Title Company
	Sales Contract and all other contract addenda including Escrow instructions, if applicable.	Must be signed and dated by all parties
	Uniform Residential Appraisal Report	All pages of the appraisal including property pictures
	Notice to Seller(s)	Must be signed and dated by the Seller(s)
	Schedule A & B of the Title Commitment	The City must be listed as secondary lien holder
	Wiring Instructions	Must include the Title Company's contact information

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SECTION III – Stacking Order for Income Documents

(All documents listed must be present at the time of loan submittal)

	Required Documents	Specific Requirements
	Downpayment Assistance Program Intake Application	Signed and dated by all persons in the household 18 years or older
	Uniform Residential Loan Application/ Form 1003	Signed and dated by Loan Officer and Borrower(s)
	Uniform Underwriting & Transmittal Summary/Form 1008/ Mortgage Credit Analysis Worksheet (MCAW)	Signed and dated by Underwriter for correct loan terms and must include the assistance amount
	Good Faith Estimate	Signed and dated by Borrower(s)
	Valid State Issued Driver's License or ID Card	For all persons in the household 18 years or older
	Social Security Card	For all persons in the household 18 years or older
	Proof of Legal Status or Citizenship	For all persons in the household 18 years or older
	Birth Certificate, Legal Documentation of Adoption or Guardianship	For all persons in the household 17 years or younger
	Tri-merged Credit Report	For Borrower(s) and Non-Purchasing Spouse
	Homebuyer Education Certificate	For Borrower(s) and must be less than one (1) year old
	First-Time Homebuyer Status and Certification of Property Ownership	Signed and dated by Borrower(s) and Non-Purchasing Spouse
	Conflict of Interest Form	Signed and dated by Borrower(s) and Non-Purchasing Spouse
	Form 1010 (as applicable)	Signed and dated by Borrower(s) and Non-Purchasing Spouse
	Most recent two (2) months of paycheck stubs	For all persons in the household 18 years or older
	Verification of Employment (VOE)	For all persons in the household 18 years or older
	Most recent six (6) months of bank statements for all checking accounts	For all persons in the household 18 years or older
	Most recent one (1) month of bank statements for all savings, retirement accounts, 401(K)s, etc.	For all persons in the household 18 years or older
	Three (3) years tax returns with all schedules	For all persons in the household 18 years or older who are <u>Self-Employed Only</u>
	Other Third Party Verifications (as applicable)	For all persons in the household 18 years or older
	Eligibility Release Form	Signed and dated by all persons in the household 18 years or older